

 <p style="text-align: center;"> <small>DIVISION SCOLAIRE</small> LOUIS RIEL <small>SCHOOL DIVISION</small> </p>	<h2><i>Responsibilities of School Volunteers</i></h2>
<p>ADMINISTRATIVE PROTOCOL Effective: June 2, 2026</p>	<p>Supporting Policy IJOC</p>

- A. Volunteers must immediately advise the Principal if:
1. they are under investigation by a child protection authority;
 2. their name is added to the Child Abuse Registry; or
 3. they are investigated or charged with a criminal offence.
- B. Volunteers have a responsibility under various divisional policies to:
1. contribute to safe, caring and inclusive learning environments and workplaces;
 2. demonstrate respect for human diversity and human rights;
 3. prioritize equitable practices;
 4. demonstrate respect for the diversity of each individual, each school community, each workplace, and the division as a whole;
 5. cooperate in the investigation of a harassment complaint and keep confidential details related to the complaint and the investigation;
 6. demonstrate appropriate interactions with students.
- See [Policy AC – Respect for Human Diversity](#), [Policy ACF/ACG – Interpersonal Relations and Resolution of Concern about Harassment/Discrimination](#), [Policy ACH – Diversity, Equity & Inclusion](#), and [Policy GBEBB – Staff Interactions with Students](#).
- C. Volunteers are expected to support the integrity and effectiveness of learning and working environments by:
1. maintaining student learning, well-being and safety as the paramount priority;
 2. serving as a role model for students;
 3. being positive and solution-focused in interactions with students, parents, and colleagues while treating them with dignity, sound judgment, and respect for their rights;
 4. respecting the private and confidential nature of information acquired about students, their families and school staff at all times;
 5. communicating honestly and accurately with the School Principal (or designate) and providing appropriate and necessary information as required;
 6. adhering to divisional communication protocols and thereby providing suggestions or expressing concerns through appropriate channels;

7. understanding the responsibilities of one's own role and appreciating and respecting the responsibilities that define other colleagues' roles;
 8. cooperating with supervisory direction;
 9. complying with divisional policy and administrative protocols; and
 10. complying with municipal, provincial and federal legislation, as that legislation relates to their volunteer responsibilities.
- D. Volunteers having the care and charge of one or more students during a school-approved activity must inform the School Principal (or designate) as soon as reasonably possible if they become aware that a student may have engaged in unacceptable conduct (as per The Public Schools Act, Section 47.1.1(1)).
- E. When a concern arises that a student may be in need of protection, volunteers have the same responsibilities as employees under [Policy JLF – Reporting Concerns about a Child in Need of Protection](#).
- F. Volunteers driving on behalf of the school must complete a [Volunteer Driver Form](#).
- G. Volunteers in coaching assignments have a responsibility:
1. to implement the principles outlined in Respect in Sport and/or Respect in School training program; and
 2. to follow sport specific bylaws, including fair play and respectful treatment of game official's guidelines.
- H. Volunteers shall follow the communication protocol outlined by the Principal. Where a Principal determines that a volunteer needs to communicate with students and/or parents/guardians by email on a regular basis, the Principal will request a divisional email account for the volunteer. The volunteer shall follow [Policy IJNDC – Internet and Information Systems Use – Staff and Students](#).
- I. The expectations laid out for employees in the [Supporting Appropriate Use of Professional Social Media Administrative Protocol](#) and [Intimate Image Protocol](#) shall apply equally to volunteers.

Supporting Documents

- [Administrative Handbook for Schools: Topic V2 – Volunteers](#), Manitoba Education and Training, 2016.
- [Coaches Responsibilities](#), Manitoba Physical Activity Safety in Schools, 2024.
- [Sample Non-Teacher/Volunteer Coaching Application Form](#), Manitoba Physical Activity Safety in Schools, 2024.
- [Suggested Criteria for Non-Teacher/Volunteer Coaches](#), Manitoba Physical Activity Safety in Schools, 2024.